

Sample 10-day letter

DATE : _____

RE: DISHONORED CHECK

DATE OF CHECK: _____

AMOUNT OF CHECK: _____

BANK: _____

COMPLAINANT: _____

Dear:

This is to advise you that we/I are/am in receipt of the check(s) as described above which was/were returned from your bank unpaid to us/me.

If by _____ we/I have not received payment, we/I will turn this over to the Buchanan County Prosecuting Attorney's Office.

You will consider this letter as the ten day notice required by Missouri statutes that such check has not been paid prior to the initiation of prosecution.

Truly yours,
